

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
OCTOBER 1, 2001**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on October 1, 2001, at 1:00 p.m. Eastern Daylight Time (EDT). Dr. Fred Siegelman of the U.S. Environmental Protection Agency (USEPA), Chairman, led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the documents to be distributed and discussed at the NELAC-7i Conference.*

INTRODUCTION

Dr. Siegelman called the meeting to order after attendance roll call.

TOPICS OF DISCUSSION

NELAC-7i Conference - Chapter 5 Draft Language for Quality Systems

The committee discussed whether the package of draft language is complete for distribution and discussion at the NELAC-7i Conference.

It was agreed that the ISO 17025-based draft standard and supporting documents are complete. The package includes the following documents:

- ISO 17025 w/NELAC Final comparison document
- ISO 17025-Annotated document
- NELAC / ISO 17025 Chapter 5 Cross Reference Document

Proposed changes addressing Asbestos (proposed changes to Appendix D) and PBMS (proposed changes to Chapter 5 and Appendices C, D & E) will also be distributed and discussed.

The revised text for proposed changes to the standard concerning Media Preparation, New and Reconditioned Instruments, and One-Standard Calibration was completed. Residual Chlorine Testing, and Filtration series and blanks will be discussed at the meeting, but no revised text has been proposed.

Dr. Siegelman will forward all these documents to Ms. Jeanne Hankins to meet the October 1, 2001, deadline. Dr. Siegelman stated Ms. Hankins confirmed that the voting agenda at the NELAC 8 Annual meeting may be different from the agenda at NELAC-7i Interim meeting.

The Quality Systems Committee has requested a Laptop computer, computer projector, screen and speaker-phone for the NELAC-7i Meeting. A facilitator has also been requested. Dr. James Webber of New York, a member of the Asbestos subcommittee will be invited to participate in the discussion. Dr. Siegelman will finalize the detailed, timed Agenda to meet the November 1, 2001 deadline (ISO and PBMS for the morning session and all other items for discussion in the afternoon session).

ADJOURNMENT

There being no further business, Dr. Siegelman adjourned the meeting.

NEXT MEETING

The next meeting is scheduled for October 9, 2001.

ATTACHMENT A

ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
OCTOBER 1, 2001

Item No.	Action	Date to be Completed
1	Ms. Casstevens will forward the proposed wording to all Quality Systems Committee members to review	COMPLETE
2	Members to forward any substantive issue NELAC Standards comments to Dr. Siegelman	COMPLETE
3	Dr. Siegelman will forward the NELAC Standards proposed language to Ms. Jeanne Hankins	10/01/01
4	NELAC-7i detailed agendas	11/01/01

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
OCTOBER 1, 2001**

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